

Graduate Student Handbook | 2018-2019

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Make an impact



energy **sustainability** **health**

at **IOWA STATE UNIVERSITY**
Department of Chemical and Biological Engineering

CBE Student Services Office
2162 Sweeney Hall

CBE Administrative Services Office
2114 Sweeney Hall

TABLE OF CONTENTS

	Page
1 GRADUATE TIMETABLE	1
1.1 PROCEDURES FOR EARNING A MASTER DEGREE (M.S. OR M.E.)	2
1.2 PROCEDURES FOR EARNING A DOCTOR OF PHILOSOPHY DEGREE	3
2 CHEMICAL AND BIOLOGICAL ENGINEERING FACULTY AND STAFF.....	4
3 STARTING OUT.....	5
3.1 Arrival and Orientation	5
3.2 Appointments and Stipends	5
3.3 English Requirement.....	6
3.4 Research Project and Major Professor Selection	6
3.5 Safety Training	6
3.6 Responsible Conduct of Research Training.....	6
3.7 Teaching Practicum and Curricula Teaching Requirements.....	6
3.8 Additional Coursework for Non-ChE Students	7
3.9 Transfer Credits	8
4 CONTINUATION OF STUDIES.....	8
4.1 Committee Selection and the Program of Study	8
4.2 Degree Requirements (Program of Study Requirements).....	9
4.2.1 Master of Science	9
4.2.2 Master of Engineering.....	9
4.2.3 Doctor of Philosophy	9
4.3 Graduate Minor in ChE.....	10
4.4 Admission to the Ph.D. Program	10
4.4.1 Coursework	10
4.4.2 Research Progress	10
4.4.3 Preliminary Examination	11
4.5 Satisfactory Progress.....	11
4.6 Unsatisfactory Progress	12
4.6.1 Coursework	12
4.6.2 Research.....	12
4.7 Research Rubric	14
4.8 General Requirements and Registration	16
4.9 Fall and Spring Semester Registration.....	16
4.10 Graduate Teaching Participation	16
4.11 Summer Registration	16
5 COMPLETION OF PROGRAM.....	16
5.1 Application for Graduation Form	16
5.2 Thesis or Dissertation Preparation	16
5.3 Final Examination.....	17
5.4 Graduate Student Approval Form.....	17
5.5 Coursework Only Final Check	17
5.6 Check-Out Procedure.....	17
5.7 Employment.....	17
6 GENERAL PROCEDURES.....	18
6.1 Absences from Campus	18
6.2 CEGSO	18
6.3 Copiers.....	18
6.4 Forms	18
6.5 Graduate Student Lounge	19

6.6	Job Postings	19
6.7	Mail.....	19
6.8	Offices.....	19
6.9	Office/Building Hours	19
6.10	Office Supplies	19
6.11	Other Services	20
6.12	Outstanding Research and Teaching Awards	20
6.12.1	Research Excellence Award.....	20
6.12.2	Teaching Excellence Award	20
6.13	Telephones.....	20
6.14	Travel.....	20
7	PURCHASING PROCESSES.....	21
7.1	cyBUY Purchases	22
7.2	Chemistry Stores.....	22
7.3	Purchasing Credit Card Purchases (P-Card)	25
7.4	Purchase Requisitions	25
7.5	Intramurals	25
8	Disposal and Recycling Policies.....	25
8.1	Cardboard Box Recycling.....	25
8.2	Glass Recycling	26
8.3	Confidential Document Destruction	26
8.4	Blue Recycle Bin	26
8.5	Other Disposal	26

1 GRADUATE TIMETABLE

Upon arrival

- Check in with Graduate Adviser in 2162 Sweeney Hall
 - Receive office assignment and take photo for CBE Directory
 - Receive key form for office, graduate student lounge, exterior door key, and any lab keys
- Attend International Graduate Student Check-in, if required
- Sign up for payroll and benefits in the Human Resources Office (take a copy of your official Letter of Intent and a photo ID)
- Obtain keys from the Key Issue Office, General Services Building
- Sign up for an E-mail account online. If you have questions contact Solutions Center, 192 Parks Library
- Attend CBE's New Graduate Student Orientation

During the first semester

- Complete laboratory safety trainings
- Select research project
- Complete teaching practicum – via completion of Ch E 698A

Within one year of entry (M.S.) [student with B.S., ChE or completed Ch E 412X]

- Complete Program of Study and Committee Appointment form (available on AccessPlus)
- Responsible Conduct of Research Training – via completion of GR ST 565

Within two semesters of entry (Ph.D.) [student with B.S., ChE or completed Ch E 412X]

- Apply for admission to Ph.D. program by taking Research Progress Examination (January or August)
- Responsible Conduct of Research Training – via completion of GR ST 565

Within six months after being admitted to Ph.D. Program

- Complete Program of Study and Committee Appointment form (available on AccessPlus)
- Meet with Program of Study Committee

Within two to three years after being admitted to the Ph.D. program

- Fill out Preliminary Examination Request form (available on graduate college website)
- Give seminar on research/submit report
- Take preliminary examination

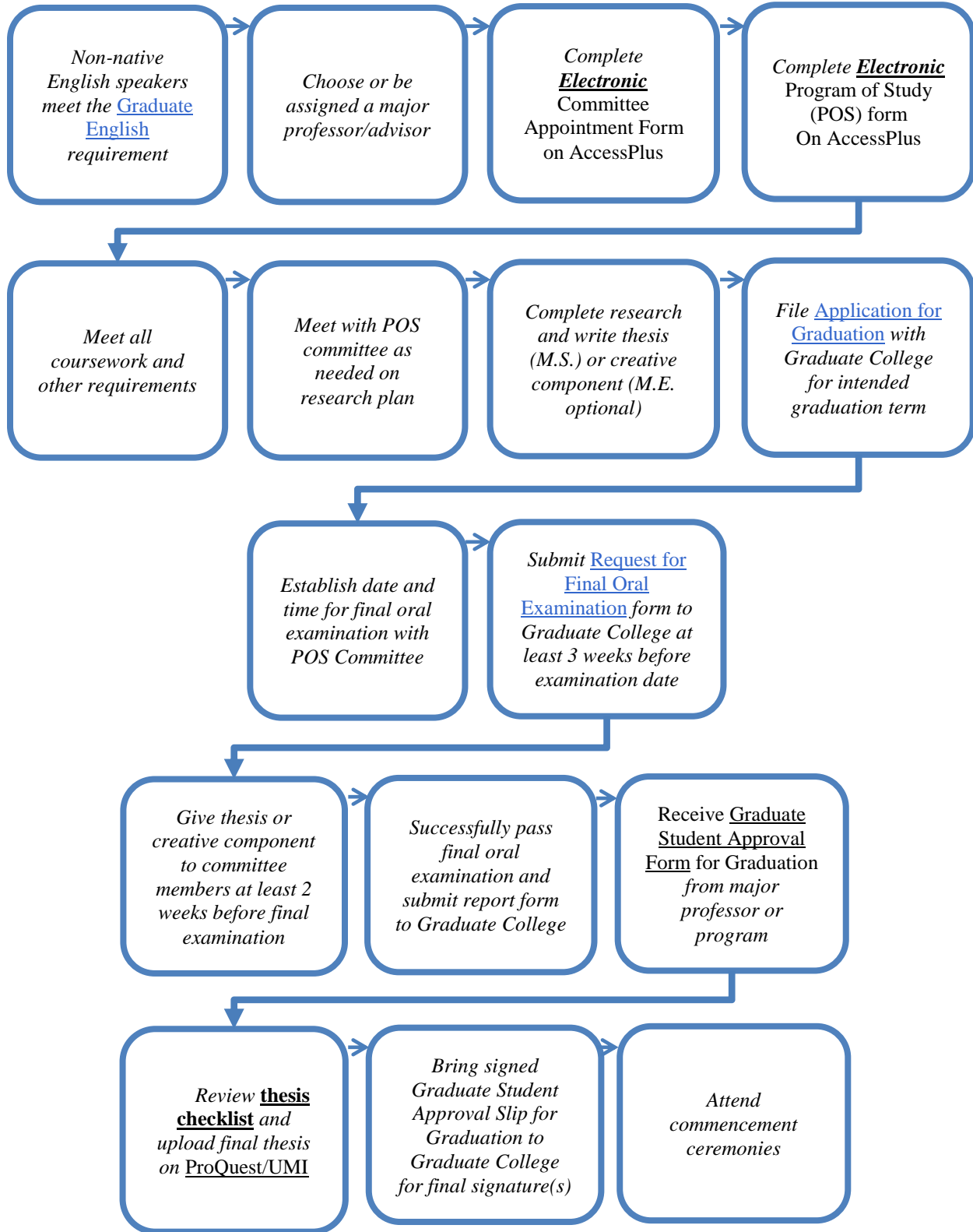
During semester before graduation

- Submit Final Examination Request form by Graduate College deadline
- Take final examination
- Complete Graduation Approval form

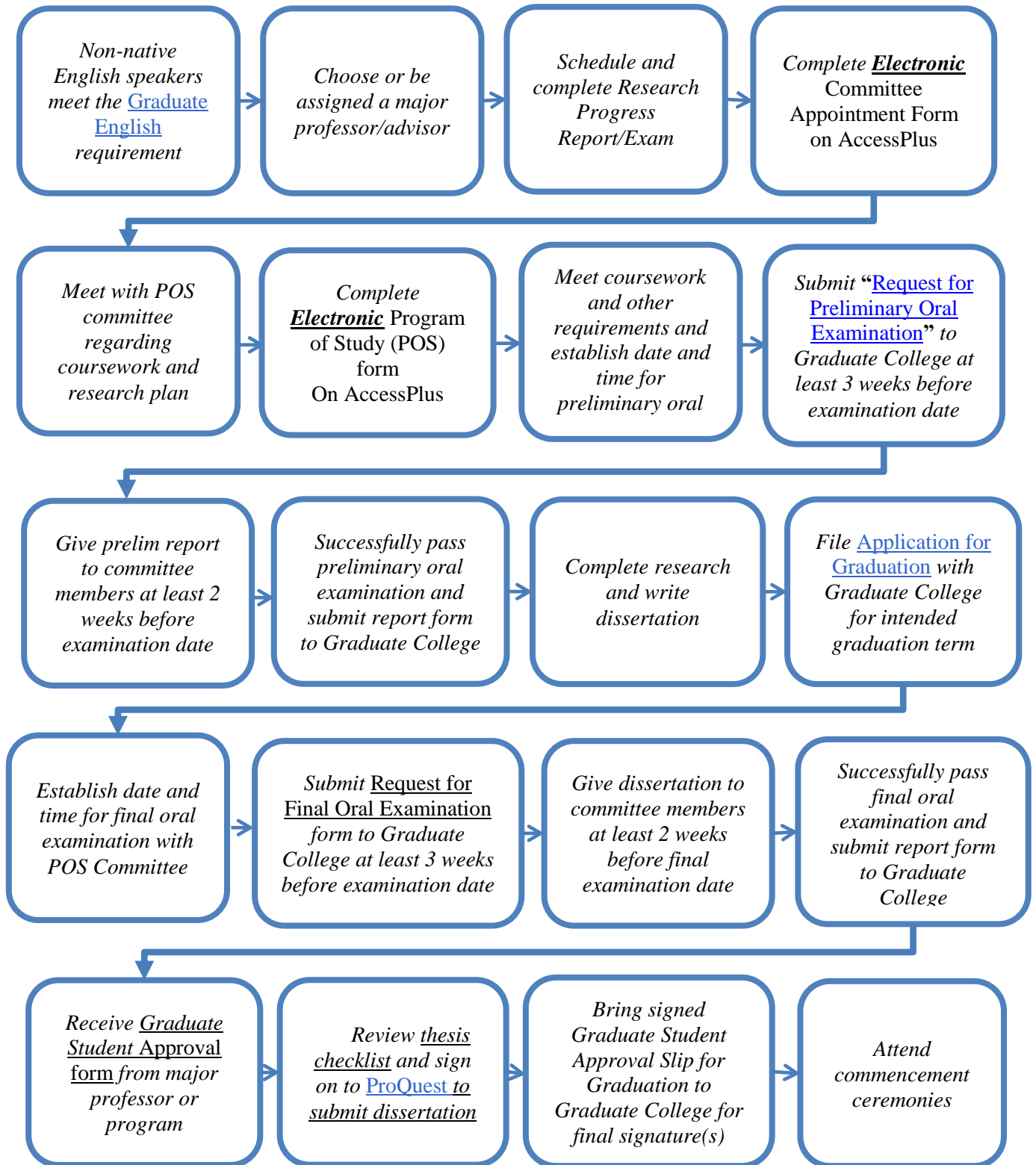
Before departure

- Fill out Checkout Form (available from main office in 2162 Sweeney)
- Submit a paper and an electronic copy of your thesis/dissertation to the Graduate Adviser

1.1 PROCEDURES FOR EARNING A MASTER DEGREE (M.S. OR M.E.)



1.2 PROCEDURES FOR EARNING A DOCTOR OF PHILOSOPHY DEGREE



2 CHEMICAL AND BIOLOGICAL ENGINEERING FACULTY AND STAFF

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3 STARTING OUT

3.1 Arrival and Orientation

Upon arrival in Ames, new graduate students must attend Orientation to register for courses. Students with graduate assistantships are expected to take 9-12 credits of ChE coursework each semester. The student will be assigned a temporary office and a form to take to the Key Issue Office in the General Services Building. The form will enable the student to obtain appropriate keys for the assigned office, entrance to the building, and the graduate student lounge. The student will need to attend International Graduate Student Check-in, if required, and sign up for payroll in the Human Resources Office in 3810 Beardshear Hall. Students must sign up for an email account online at <http://www.it.iastate.edu/email>. If you have questions, contact the Solutions Center in 192 Parks Library.

3.2 Appointments and Stipends

The terms of appointment are described in the original offer letter and in a Letter of Intent form the student must sign. Graduate students without an assigned project will have a temporary office until a project is selected. When a project is selected and a major professor (research adviser) is determined, the student

may be assigned another office. The student's major professor will advise him or her of the duties of the appointment and the accountability procedure. All appointments are reviewed annually and the student will be advised of the nature of the next year's appointment prior to the end of the academic year.

3.3 English Requirement

Students whose native language is not English must take a placement examination during orientation. Students not passing this exam are placed in one or more of the courses in English 100 during the pre-registration process at orientation. These courses may be taken on a pass/not pass basis.

3.4 Research Project and Major Professor Selection

Those needing to be assigned a research project will listen to oral presentations by faculty with openings that are available to choose from upon arrival. The student should discuss projects of interest with the appropriate professors. Before the deadline, usually in mid-September, the student will submit a list of preferred projects and major professors to the Department Chair.

Within the limitations of faculty time and funding, students will be assigned a project and research professor on their preferred list. The major professor assigned will be the chair of the student's program of study committee (POSC).

3.5 Safety Training

Laboratory safety training for new graduate students is held each fall and presented by the Environmental Health & Safety (EH&S) Department. This is a mandatory training required under state and federal law for all new employees and for any employees who have not received prior Iowa State University training. This training is required for compliance with the OSHA Laboratory Standard (29 CFR 1910.1450 "Occupational Exposure to Hazardous Chemicals in Laboratories"). If you receive salary, wages, or a stipend for working in laboratories in the Department of Chemical and Biological Engineering, you must attend. This includes faculty, staff, hourly wage employees, research assistants, teaching assistants, and postdoctoral students.

Topics will include: OSHA Laboratory Standard, Laboratory Safety Manual, Material Safety Data Sheets, Prior Approval Procedures, Laboratory Hazards, Chemical Hygiene, Personal Protection, Housekeeping, Containers and Labeling, Hazardous Waste Disposal and Electrical Safety. Depending on what your research is, additional training may be required later. Willful failure to comply with safety requirements is grounds for dismissal.

Additional safety training may be communicated and assigned to you as deemed appropriate by the CBE Safety Committee.

3.6 Responsible Conduct of Research Training

All graduate students are required to take the one credit course, GR ST 565 Responsible Conduct of Research. Graduate students are introduced to issues concerning integrity and honesty in scientific research, compliance with regulations, and good research practices. Graduate students will register for this course in the term following their term of entry.

3.7 Teaching Practicum and Curricula Teaching Requirements

An important component of graduate education is the ability to teach. Thus, the CBE department requires that all students participate in the teaching mission of the University. This objective is partially achieved through a teaching practicum, **Ch E 698A—Teaching Practicum**, which is comprised of a weekly discussion group and is taken in the first Fall term.

A second component is **Ch E 698B—Curricular Teaching Experience (CTE)**, in which the student participates in the instruction of ChE course(s) under the mentorship of a CBE faculty member. Typical activities that the students will participate in as part of the CTE are shown below. At the end of the CTE, the students will submit a short report to the graduate committee that summarizes their CTE activities, with input from the faculty instructor. Every CBE Masters student must complete at least one semester of CTE and all CBE doctoral students must complete at least two semesters of CTE.¹ An additional term of CTE may be prescribed as an outcome of unsatisfactory core course performance as described in section 4.5.1. The scheduling of CTE terms will be determined in collaboration with the major professor and the associate department chair.

There are many other ways to gain teaching experience for interested students. For example, students may apply for faculty intern positions. These highly competitive positions provide opportunities for interested and qualified students to teach a portion of a lecture course and represent a great opportunity for students interested in academic positions.

Exemplar CTE Activities:

- Actively participate in classroom lectures and/or laboratory instruction (including delivering a few lectures)
- Help instructor design homework and/or exam problems
- Participate in formulation of projects (if any)
- Hold problem-solving recitation sessions with students
- Grade homeworks, quizzes, and/or lab reports

3.8 Additional Coursework for Non-ChE Students

Even though the vast majority of CBE graduate students are chemical engineers, the department does admit highly qualified students from non-ChE backgrounds. To prepare these students for graduate coursework in chemical engineering, the Department has developed **ChE 412X – Core Concepts for Chemical Engineers**. This course must be successfully completed before attempting any graduate core coursework.

Students that do not successfully complete ChE 412X will need to take up to 6 undergraduate level courses in ChE to enhance their preparation for taking graduate level ChE coursework. Credit earned in these courses is not applied to the POS. Based on their undergraduate specialty, they will need to earn a "B" or better in undergraduate ChE courses as per the table below:

Course	Title	Prerequisite	ISU Course
ChE 545	Analytical and Numerical Methods	1 semester undergraduate differential equations course	Math 267
ChE 554	Integrated Transport Phenomena	2 semesters undergraduate transport phenomena (fluids, heat, mass transfer)	ChE 356, 357, 381
ChE 583	Advanced Thermodynamics	1 semester thermodynamics course	ChE 381
ChE 587	Advanced Chemical Reactor Design	1 semester reactor design course	ChE 382

¹This requirement includes students that have already completed one or more terms of CTE or served as a Teaching Assistant (TA) in another department. If students wish to transfer one or more terms of CTE from their previous institution, please complete the [CBE Graduate Transfer Credit Worksheet](#) and submit to the Director of Graduate Education (DOGE) for approval as described in Section 3.9. CTE experiences earned on the ME or MS track in the ISU CBE Department will apply towards a future transfer to the Ph. D. program.

These students will identify the courses they need to take on the [Non-ChE Student Graduate Preparatory Coursework Worksheet](#) and submit to the Director of Graduate Education (DOGE) with the appropriate transcripts documenting courses that fulfill the prerequisite requirements.

3.9 Transfer Credits

If students wish to transfer graduate-level course credits from their previous institution, please complete the [CBE Graduate Transfer Credit Worksheet](#) and submit to the DOGE for approval. In general, the following policies apply:

- Eligible courses include lecture or lab courses that are eligible for graduate credit at the other institution.
- Research credits, seminar credits, or research ethics credits are not eligible for transfer.
- The 600-level course requirement may not be satisfied with transfer credits.
- The course must have been taught by a member of that institution's graduate faculty.
- The course must not have been applied to an undergraduate degree that you earned while at that institution. This must be clear on the transcript or attested to by a letter from the other institution.
- A grade of "B" or better is required.
- **The POS committee must approve the inclusion of all transferred electives on the POS form.** This means that although your elective credits may transfer, it is up to your POS committee to determine if they can be used to satisfy your degree requirements.

4 CONTINUATION OF STUDIES

In working towards a graduate degree, ChE students must fulfill the requirements of both the Graduate College and the Department. These include selecting an advisory committee, developing a program of study, passing preliminary examinations, and meeting coursework and other general requirements. (Graduate College requirements are discussed in more detail in the Catalog and the Graduate College Handbook <http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html>).

4.1 Committee Selection and the Program of Study

Each graduate student, in collaboration with their major professor, shall identify the faculty members to serve on an advisory committee, also called the Program of Study and Committee (POSC). This committee guides and evaluates the student during the period of graduate study. Normally the student will ask individual faculty members to serve on the committee after consultation with the major professor. After the selected faculty members have agreed to serve on the committee, the student can set up a meeting with his committee members to develop a program of study (coursework that the student will need to complete as part of his graduate program). Once the student has met with his committee and the committee has agreed on the coursework, the student can go on AccessPlus to complete and route the POSC form. The POSC form serves the dual purpose of (1) identifying faculty members who will serve on the student's committee, and (2) selecting all the coursework that will count toward the degree. Once the student has completed and routed the POSC form on AccessPlus, the form will first go to the major professor for approval. Once the major professor has approved the POSC form, the form will be routed to all other committee members. The committee members can approve the POSC form in AccessPlus.

The master's POS Committee consists of at least three members of the graduate faculty. It must include two members, including the major professor, from the major or program. The committee must include member(s) from different fields of emphasis so as to ensure diversity of perspectives. The POS Committee for a doctoral program consists of at least five members of the graduate faculty. It must include at least three members, including the major professor, from within the student's major or program. Again, the committee must include member(s) from different fields of emphasis so as to ensure diversity of perspectives. If a student declares a minor, one of the outside committee members must be from the minor department. If students need to change the members of their committee, they can make the change on AccessPlus and route the POSC form for approval.

- Students pursuing the Ph.D. bypassing the M.S. must submit the completed POS form and hold the POS Committee meeting within **six months** of being admitted to the Ph.D. program.
- Students who first obtain an M.S. degree and continue towards the Ph.D. must submit the completed Ph.D. POS form and hold the POS Committee meeting by the **end of the semester** following completion of the M.S. degree.
- Students pursuing the M.S. and M.Engr. (creative component) degree must submit the completed POS form within **4 months** of entry. No POS meeting is required for M.S. and M.Engr. students.

4.2 Degree Requirements (Program of Study Requirements)

4.2.1 Master of Science

A minimum of 30 graduate credits must be earned for the M.S. degree. A minimum of 17 credits of this must be coursework, including 14 credits of ChE courses, including ChE 698A, ChE 698B and at least two courses chosen from ChE 545, 554, 583, and 587. In addition to the ChE courses, a minimum of 3 credits of course work must be taken outside of the department, not including GR ST 565.

Beyond satisfying the normal graduate degree requirements, students without an undergraduate degree in chemical engineering must demonstrate proficiency in the major undergraduate subjects of chemical engineering: material and energy balances, heat and mass transfer, fluid mechanics, thermodynamics, and chemical reaction engineering. This is usually accomplished by completion of undergraduate coursework as described in Section 3.8.

At the POS Committee meeting held after the student is admitted to the Ph.D. program, the student's major professor and the POS Committee will determine if additional coursework should be required.

4.2.2 Master of Engineering

Coursework requirements for the Master of Engineering degree are 30 credits of graduate or nonmajor graduate credit coursework. A minimum of 20 credits must be ChE graduate level coursework, which must include ChE 698A and 698B, and must also include two courses chosen from ChE 545, 554, 583, and 587. Up to 6 credits can be a creative component (ChE 599). Application of any ChE 599 credits toward the POS requirements necessitates forming a POS Committee, normally with the faculty member supervising the ChE 599 credits serving as major professor. If no ChE 599 credits are applied then the CBE DOGE serves as the student's adviser and approves the POS. Students without an undergraduate degree in chemical engineering must meet the same additional requirements specified for the Master of Science degree.

For students choosing to do a creative component, a Program of Study Committee will evaluate the outcome in a final oral exam. The committee will consist of the major professor and two additional faculty members. One of the additional faculty members must be from the CBE department.

4.2.3 Doctor of Philosophy

A minimum of 72 graduate credits must be earned for the Ph.D. degree. A minimum of 26 credits of this must be coursework. The ChE coursework requirements include 17 credits of chemical engineering core courses ChE 545, 554, 583, and 587, GR ST 565, ChE 698A, two terms of ChE 698B, and nine credits of graduate or nonmajor elective courses, at least three credits of which need to be 600-level course(s) graded on an A-F scale. These elective courses will be decided together by the student and the POSC, depending upon the research area of the student and can be within ChE or outside. The Graduate College requires that the topics of independent study credits (ChE 590/692) applied to the POS be identified on the POS form and approved by the Committee. Generally, independent study credits in doctoral studies are indicated only for work done clearly outside the scope of the thesis project, under the direction of a member of the faculty that is not the student's major professor.

Many students will take more coursework than the minimum listed above to improve identified deficiencies or to achieve special needs that relate to their research. The student's POS committee will determine these

courses. Students without undergraduate or graduate degrees in ChE must meet the same additional requirements specified for the M.S. degree.

4.3 Graduate Minor in ChE

Graduate students in other departments who do not have ChE backgrounds can obtain a minor in ChE by completing 12 credits of 300-, 400- or 500-level ChE courses. At least 9 of these credits must be in core chemical engineering courses, and not elective courses. A CBE faculty member must serve on the student's POS Committee to help guide selection of courses for the minor.

4.4 Admission to the Ph.D. Program

Admission of students to the Ph.D. program by the department faculty is based on achievement in graduate courses and progress in research.

4.4.1 Coursework

Superior performance in the core ChE graduate classes is expected from students wishing to be admitted to the Ph.D. program. Students should maintain an average GPA of 3.5 or higher in four core chemical and biological engineering graduate classes. These core classes are ChE 545, 554, 583, and 587. Students with a ChE background will have to demonstrate satisfactory performance in these core classes before the end of their first year. Students without undergraduate or graduate degrees in ChE should demonstrate proficiency in the four core courses at the earliest opportunity, depending on their coursework requirements; however, the core coursework requirements should be met no later than four semesters after entry.

If students fail to demonstrate the required performance in any or all of the subjects, they will either be asked to satisfactorily complete requirements suggested by the Graduate Committee or stop with a Master's degree (based on other inputs such as research performance). These requirements can include retaking undergraduate and/or graduate courses and receiving grades of B+ or higher. They could also involve serving as a teaching assistant for appropriate undergraduate courses with responsibilities such as handling weekly tutorials for students, teaching one week of the course, and designing exam questions and projects. With the course instructor, the student will summarize the work done for the course at the end of the semester. This summary will be signed by both student and course instructor and will be placed in the student's file, documenting successful completion of the TA requirement.

4.4.2 Research Progress

In addition to performance in graduate courses, students must achieve satisfactory progress in research before being admitted to the Ph.D. program. Students are required to submit a five-page report summarizing their research progress, usually submitted to the faculty a year after entry (August for Fall admitted students and January for Spring admitted students). The report should be formatted as follows: single-spaced, single column per page, 1 inch margins on all sides, Times New Roman 11 font. Figures and tables should be placed at the end of the document; they do not count toward the five-page limit. Students without a B.S. or M.S. degree in ChE or equivalent can submit their summary of research progress no later than two years after entry. The summary should be prepared **without** any input from the major professor. The students are also required to present a research progress seminar to a committee comprising of at least three faculty members from the department. This research progress seminar is commonly referred to as the research progress exam or qualifier. The committee will include the student's major professor, and two other faculty members who will be chosen by the Graduate Committee. The student should demonstrate a good understanding of the research problem and report specific accomplishments. A research rubric (see next page) describing the expectations will be made available to the students before the seminar.

The faculty will take into account recommendations from the student's major professor and the committee about the student's research progress, along with the Graduate Committee's recommendation regarding coursework performance. Based on all these inputs, the faculty will decide whether or not the student has

exhibited satisfactory performance to be 1) admitted directly to the Ph.D. program; or 2) be approved to go on for a Ph.D. with the requirement of completing a M.S. first; or 3) be approved conditionally to continue directly for a Ph.D. with the option of asking the student to stop with a M.S. if there is no satisfactory improvement by the preliminary examination; or 4) be directed to stop with a M.S. degree.

4.4.3 Preliminary Examination

A student becomes a Candidate for the Doctor of Philosophy degree after successful completion of the preliminary examination. This is an oral examination conducted by the student's POS Committee; it is intended to assess whether or not the student has 1) met doctoral-level standards for general knowledge in chemical and biological engineering, in supporting subject areas, and in the student's area of expertise; 2) developed the capabilities or facilities needed to complete their research project; and 3) can demonstrate the ability to use such knowledge and to orally communicate it to others. Considerable research progress is expected at this important milestone. Many students will have published at this point or will have manuscripts nearly ready for peer review; the student should consult with the major professor to clarify the expectations for readiness as these will vary by field. A written research report, prepared by the student, should be given to the committee **two weeks in advance of the examination**. Consultation with the major professor is permissible and encouraged. The report should be organized into chapters that present the significance of the problem and the objectives of the research, a review of the present state of knowledge in the area, a description of the research plan, results to date, and plans for completing the project. Research results to date will typically span multiple chapters, with each chapter comprising a peer reviewed journal article or a manuscript to be submitted as such. The document should provide citations in a manner appropriate for the field; figures, tables and other data must be properly attributed to collaborators or external sources. The format should follow that used for the final dissertation, unless otherwise directed by the POSC. Formatting guidelines for ISU theses are summarized at <https://www.grad-college.iastate.edu/current/thesis/checklist/>. It is particularly important that chapters in manuscripts that may be published or that are in any stage of publication follow the "Journal Paper Format" guidelines for attribution of co-authors. Immediately prior to the preliminary examination, the student will present to the department and the POSC a public seminar describing the research, results to date and future work.

The timeline for completion of the preliminary examination will depend on the research area and guidance of the POSC. Generally, it will be completed (written report, seminar and oral exam) within two to three years of being admitted to the Ph.D. program for students directly pursuing the Ph.D. and one to two years after completion of the M.S. degree for students who complete an M.S. first. The Department may require a memo of explanation from the student if there are significant deviations from this timeline. The preliminary examination must be completed no later than 6 months prior to the final defense.

At least three weeks before the date of the preliminary examination, the student must submit a Request for Preliminary Examination to the Graduate Office through the online form at <https://secure.grad-college.iastate.edu/exam/>. Following successful completion of the preliminary examination, the student is formally admitted to candidacy for the Doctor of Philosophy degree.

4.5 Satisfactory Progress

Graduate students with teaching or research assistantships or industrial fellowships can expect continued financial support as long as they are in good standing and are making satisfactory progress towards their graduate degrees. Although special considerations may apply in individual cases, it is expected that students making acceptable progress will be able to meet the following timetable:

Timetable for students with a B.S. in ChE (or who successfully complete ChE 412X) who are admitted directly to the Ph.D. program

<u>Event</u>	<u>Time since entry</u>
Admission to Ph.D. program	1 year

Program of Study Meeting	no later than 1.5 years
Preliminary Exam	3 - 4 years
Final Oral Exam	4 - 5 years

Timetable for students with a non-ChE B.S. (and do not successfully complete ChE 412X) who are admitted directly to the Ph.D. program

<u>Event</u>	<u>Time since entry</u>
Completion of undergraduate ChE coursework	1 year
Admission to Ph.D. program	2 years
Program of Study Meeting	no later than 2.5 years
Preliminary Exam	4 - 5 years
Final Oral Exam	5 - 6 years

Students who first obtain an Iowa State University M.S. degree

Ph.D. Program of Study Meeting	Within one semester following M.S. degree
Preliminary Exam	Within 2 years of M.S. degree
Final Exam	2 - 2.5 years of M.S. degree

4.6 Unsatisfactory Progress

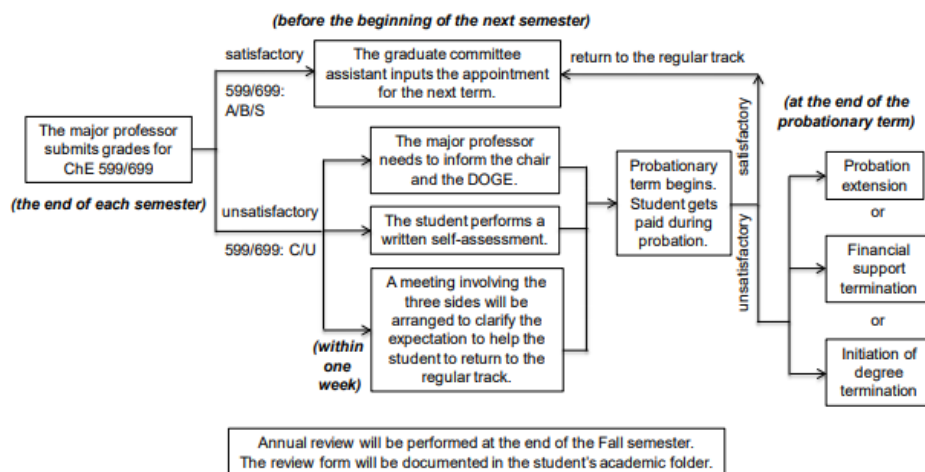
4.6.1 Coursework

Graduate students whose GPAs fall below 3.0 will be on probation the following semester. New graduate students whose GPAs fall below a 3.0 will be given a warning the following semester and placed on probation the semester after if their GPA is still below a 3.0. Furthermore, if a student flagrantly neglects coursework or assistantship duties, thereby violating terms of the assistantship contract, the department can suspend a student's assistantship for the following semester.

In either case, appointments of students not showing satisfactory progress and failing to bring their GPA above 3.0 at the end of the semester that they are on probation will be terminated, and they may be dropped from the departmental graduate program. The student's major professor may petition the departmental committee to allow the student to continue working towards a degree. In this case, the student will no longer receive an assistantship unless the major professor decides to provide full or partial funding.

4.6.2 Research

CBE department practice is oriented to ensure graduate student success. We invite feedback as to how we can continue to improve in this regard. However, the path to success can have periods of unsatisfactory progress; this section outlines the process for identifying and resolving such periods. The following policy is applied to both CBE students and the students from other programs with CBE listed as the home department. The purpose of having a clearly written policy is motivated by the lack of consistent signal paths in the past in the situation that a student continuously makes unsatisfactory progress. It also describes an official procedure for a student on a probationary period to return to the satisfactory status so their could make sufficient efforts to achieve this goal.



1. At the end of the Fall semester, the major professor must perform an official annual review with each student and the “Graduate Student Annual Performance Review” form will be documented in the student’s academic folder. Faculty can initiate additional review during an academic year to document unsatisfactory progress. Students have the right to request mediation with the chair and the DOGE at any time.

2. At the end of each semester (Spring, Summer, and Fall), each professor needs to submit students’ grades for 599/699. In majority of the cases, a student who has made satisfactory progress will get a grade of “A”, “B”, or “satisfactory”. The major professor can assign “C” or “unsatisfactory” to the student who did not make satisfactory progress in research. If an unsatisfactory grade is to be assigned, the major professor must document a face-to-face meeting with the student using the “Graduate Student Annual Performance review” form. The form must summarize the deficiencies leading to unsatisfactory status.

3. When ‘unsatisfactory progress’ is documented, the following term becomes a probationary term. The student needs to perform a written self-assessment within one week of the signature date on the “Graduate Student Annual Performance Review.” The major professor needs to inform the department chair and the DOGE about the student’s probationary term immediately after assigning a non-satisfactory grade to 599/699. A meeting involving the major professor, the student, and the chair/DOGE will be arranged to clarify the expectation for the student to return to satisfactory status, which will be included in the documentation.

4. Returning to satisfactory status is required for taking further steps in pursuit of the degree. The graduate program assistant will verify the status and inform both the professor and the student before allowing the student to take POS meeting, prelim, and the final defense.

5. Students will continue to be paid during the probationary semester. No later than two weeks prior to the end of the probationary term, the major professor must submit a memo to the DOGE and Chair requesting to return the student to satisfactory status, extend the probationary period, terminate funding (tuition and/or stipend support), or initiate degree termination for the next semester. If the memo does not request a return to satisfactory status, a meeting will be scheduled involving the major professor, the student, and the Chair/DOGE.

Cases of academic or research misconduct would likely be addressed through the judicial system. These and other types of misconduct are detailed in Chapter 9 of the Graduate College Handbook, <https://www.grad-college.iastate.edu/handbook/>, and are in a different category than Unsatisfactory Progress; but cases of unsatisfactory grades are addressed there also. Termination of graduate study is addressed in this same section under “Dismissal” where the procedure and student safeguards are addressed.

4.7 Research Rubric

Criteria	Exemplary (4 - 5)	Good (2 - 3)	Needs Improvement (0 - 1)
Understanding and defining the problem	Clearly defines the problem. Outlines necessary objectives in an efficient manner. Places problem within context of previous knowledge and what is not known about the problem.	Formulates a clear and specific problem statement. Does not gather extensive information.	Offers ambiguous definition and interprets problem narrowly. Does not seek sources of information.
Understanding of fundamentals related to the problem	Show good understanding of fundamental principles of phenomena being studied.	Have trouble connecting knowledge of fundamental principles to problem being studied.	Fails to show good understanding of fundamental principles.
Use and integration of information	Throughout the process, demonstrates ability to gather and use a broad spectrum of resources and information. Integrates information with knowledge and research strategies. Applies and integrates previous knowledge to current problem.	Identifies and finds resources to help solve problem and can interpret information. May have difficulty using information effectively in research. Does not consistently gather extensive information and/or use it to solve the current problem.	Fails to see relevance of gathering information. Obtains information from limited or inappropriate sources. Expects others to make connections between information gathered and the problem.
Designing and Conducting Experiments			
Design	Able to develop and describe planned experiments that relate to the research problem. Hypotheses clearly relate to previous knowledge. Can identify necessary steps and timeline.	Formulates a hypothesis and develops a project, experiment, or series of experiments that will address the problem. Anticipates possible outcomes.	Fails to formulate hypothesis to test. Does not express possible outcomes.
Use of evidence	Continuously uses results to refine research plan. Draws correct conclusions from results and generates presentation information (e.g., plots, tables,) that consistently aid understanding of the problem. Explores new ways of doing tasks.	Adjusts experimental plan on basis of new knowledge. Usually plots/tabulates results and performs calculations to aid reaching conclusions.	Does not base conclusions on evidence. Calculations contain errors.
Analyzing, Interpreting, and Communicating Results			
Use of analytic tools	Demonstrates ability to successfully use new analytical tools and procedures. Can describe the rationale for these processes.	Attempts to use analytical tools (e.g., statistics) in relation to the research process. May not be successful.	Does not evaluate sources of error. No replicates or control experiments are performed.
Interpretation of data	Relates solution to theory and research. Able to describe conclusions in a clear and concise manner using own results and those cited in the literature. Contrasts results with those expected from hypotheses.	Interprets results and draws conclusions based on the data.	States conclusions without justification. "Hopes" the answer is correct. Does not consider internal consistency of results. Does not link cause and effect based on data.
Analyzing alternative interpretations and solutions	Proposes limitations and alternative interpretations. Able to account for unexplained results.	Uses information gathered to refine original problem.	Fails to look at solution relative to the original question.

Models	Develops original and groundbreaking conceptual and/or mathematical models. Uses model to explain results which cannot be reconciled with other models.	Extends, refines, or falsifies known theory and/or models.	Does not consider implications for models or theory.
Oral Communication	Exemplary (4 - 5)	Good (2 - 3)	Needs Improvement (0 - 1)
Organization	Presentation is clear and logical. Listener can easily follow line of reasoning.	Presentation is generally clear. A few minor points may be confusing.	Presentation is very confused and unclear. Listeners cannot follow it.
Content	Information given is consistently accurate and clear. Implications of results and "where do we go from here" discussed.	Description of project and results is generally clear. No significant errors are made. Listeners recognize errors as result of oversight or nervousness. Some discussion of what results mean.	Description of project and results is very difficult to follow. No discussion of meaning of results. Inaccurate information provided.
Use of visual aids	Aids prepared in professional manner. Font is large enough to be seen by all. Well organized. Main points stand out.	Aids contribute, but not all material supported by aids. Font size is appropriate for reading.	Aids are poorly prepared or used inappropriately. Font is too small. Too much information is included.
Responsiveness to audience	Responds well to questions. Restates and summarizes when needed.	Generally responsive to questions.	Reluctantly interacts with audience or avoids audience interaction. Responds poorly to questions.
Written Report			
Introduction and background	Discusses rationale for project. Presents background information, with references, relevant to the study. List of complete citations in appropriate style at end.	Gives general description of the purpose of the study, but some relevant background information may be missing. Some references may be incomplete/in incorrect style.	Provides little or no information on why the study was done. No background information given. Few or no references are given. Style is incorrect and/or incomplete.
Methods and results	Concisely describes methods and presents results in tables or figures.	Methods insufficiently described. Some results presented, but may be incomplete.	Most key pieces of information are missing. Insufficient results are presented, or several errors in calculations are present.
Discussion	Clearly discusses what results mean and what conclusions may be drawn from them. Cites published standards or other related reports.	Generally clear discussion of results and conclusions, but may miss some points. Some use of references and published standards.	Reader can gain very little information about why the project was done and what the results may mean. No reference to other studies.
Style	Writing is free of errors in grammar, punctuation, capitalization, and spelling. Flows smoothly. Logical connection of points. Follows standard organizational style.	Writing is generally error-free. Sentence flow is generally smooth and logical. Standard style is generally followed. Minor errors may be present.	Errors are frequent and distracting, so that it is hard to determine meaning. No logical connection of ideas or flow of sentences. Voice may change randomly. Journal paper style is not followed.
Overall Assessment	Clearly and concisely articulates the research process and applies it to current problem.	Understands the research process, but it does not apply to current problem.	Goes through the motions of solving the problem with no real understanding of the process involved.

4.8 General Requirements and Registration

4.9 Fall and Spring Semester Registration

Register for Graduate Seminar, ChE 601, each fall and spring semester and attend all regularly scheduled seminars. Students should be registered for 9-12 credits of coursework each fall and spring semester. This includes registration for any research (Ch E 699) or creative component (Ch E 599) coursework.

4.10 Graduate Teaching Participation

An important component of graduate study is learning to teach; this objective is partially achieved in the curriculum through a teaching practicum, Ch E 698. Ch E 698 is comprised of two components, a weekly discussion group through Ch E 698A and 1–3 terms of curricular teaching experience (CTE) through Ch E 698B. Each doctoral student is required to complete at least two terms of Ch E 698B, with the potential requirement of a third term depending on core course performance as described in §4.4.1. Each MS/ME student is required to complete one term of Ch E 698B as part of their practicum. The scheduling of Ch E 698B will be determined in collaboration with the major professor and the associate department chair. Students may also apply for faculty intern positions. These highly competitive positions provide opportunities for interested and qualified students to teach a portion of a lecture course and is a great opportunity for students interested in academic positions.

4.11 Summer Registration

Register for 1 credit of Ch E 699 or Ch E 599, unless otherwise instructed by your major professor. Summer tuition scholarships only cover 1 credit of registration in most cases; exceptions to this limit include registration for summer Ch E 698B assignments or other summer-only coursework, up to the full-time limit.

5 COMPLETION OF PROGRAM

Before graduation, the student must prepare a thesis or dissertation (or a special report in the case of M.E. students). Besides thesis preparation, the student has other responsibilities. The student and major professor must determine whether or not the results are to be published and what the student's responsibilities are in the publication process. It is normally expected that the student will at least complete the draft of a research paper prior to departure. The laboratory and office space occupied by the student should be left clean, with all equipment left or returned to storage in good condition. The student and major professor will decide to what degree experimental apparatus will be disassembled. Keys are to be returned to the General Services Building. If termination is at some other time than the end of an appointment period, the student must sign a resignation form.

5.1 Application for Graduation Form

By the deadline posted for the semester of graduation, students should submit an application for graduation through AccessPlus. Students can access this graduation application by logging in to their AccessPlus account and selecting Graduation from the left side menu under the Student tab.

5.2 Thesis or Dissertation Preparation

The Graduate College offers several resources and seminars to help you prepare your thesis or dissertation (see www.grad-college.iastate.edu/current/thesis/resources). The CBE department will pay to have 2 copies of your thesis soft bound. Any additional soft bound theses must be purchased by the student. **Students are allowed to print only one copy of their thesis/dissertation on the departmental printer and the rest should be made at a Copy Center or off-campus printing site.** Students need to submit to the CBE Graduate Program Office a PDF of their thesis in final format (one for the department and one for the major

professor). Students will purchase their remaining desired copies through the ISU Printing online request system.

5.3 Final Examination

As a part of the final examination procedure, candidates for the M.S. or Ph.D. degree are expected to give a public seminar to present and defend their research dissertation. The final examination for the M.S. and Ph.D. degrees consists of a one-hour general presentation in a public seminar, followed during the same week (preferably the same day) by a more detailed oral presentation and examination by the candidate's POS Committee.

The M.S. or Ph.D. student must submit an online Request for Final Oral Examination form to the Graduate College Office **at least three weeks before the examination at** <https://secure.grad-college.iastate.edu/exam/>. The Graduate College must approve changes in the membership of the Program of Study Committee before the final examination occurs.

M.E. students completing a creative component must also complete a final oral exam. The final for M.E. students should comprise of a seminar of at least 20 minutes. After the seminar, the presentation should be uploaded to the ISU Digital Repository, after review by the major professor to identify and remove any proprietary or confidential information.

5.4 Graduate Student Approval Form

After the Final Oral Exam, Ph.D and M.S. students must complete a Graduate Student Approval form in addition to the Final Oral Examination Report. Individuals from various offices sign this form to indicate that the student has completed the degree requirements and has met all other obligations to be eligible for the degree. The form is available online at http://www.grad-college.iastate.edu/common/forms/files/Graduate_Student_Approval_Form_r.pdf, but is provided to the major professor as a part of a student's Final Exam materials. Completed Graduate Student Approval Forms and Final Oral Examination Reports should be submitted to the CBE Student Services Office in 2162 Sweeney.

5.5 Coursework Only Final Check

M.E. students completing a coursework only program must submit a Coursework Only Final Check by the deadline indicated for their graduation term. The form is available online at <https://www.grad-college.iastate.edu/student/forms/coursework-only/>.

5.6 Check-Out Procedure

Each graduate student must arrange a checkout procedure within their group as established by the major professor. Students employed by other centers, institutes, or laboratories within the university must also comply with their checkout procedures.

All personal items must be cleaned out of your office space prior to leaving campus. See the Student Services Office in 2162 Sweeney Hall for the departmental check-out checklist and procedures.

5.7 Employment

Prior to graduation and departure, most students will seek employment. Employer representatives visit campus all during the year, but the prime interviewing season begins at the end of September and continues into January and February. Students should visit the Engineering Career Services Office, 3200 Marston Hall, for further information. For graduate degree students, contacts made through their research activities, networking and online are often most effective.

Many companies offer interview trips to prospective employees. Students should check with their major professor and supervisor (if a teaching assistant) before going on interview trips. Students on appointment must notify their major professor and the Graduate Adviser prior to departure (www.cbe.iastate.edu/current-students/forms).

6 GENERAL PROCEDURES

6.1 Absences from Campus

The major professor must approve graduate student absences (other than university holidays) in advance. Graduate students serving as a teaching assistant must inform the professor they are working with of any absence during the time they are serving as a teaching assistant. Please complete the Personal Travel Notification form, found at www.cbe.iastate.edu/current-students/forms. This form will need to be completed, electronically signed by the graduate student traveling, their major professor, and their supervising instructor (if completing CTE). The form should then be emailed to the Graduate Adviser at least two weeks prior to travel.

6.2 CEGSO

The ChE Graduate Student Organization (CEGSO) was founded for the purpose of promoting interaction among the students of the department. Today, the organization not only works to achieve a pleasant work environment, but also strives to promote awareness of more global concerns. CEGSO sponsors lectures that address topics outside the field of ChE and encourage open discussion.

The CEGSO web page includes student and group profiles, honors/awards, and updates current happenings in the department concerning graduate students <http://stuorgs.engineering.iastate.edu/cegs/>

Events during the year such as picnics, potluck dinners, canoeing and sports teams provide an excellent way for CEGSO members to interact in a social setting. CEGSO members show prospective graduate students around the campus and city during visits. Members also help incoming graduate students with problems such as getting to Ames from the airport and where to live. Club membership is currently limited to ChE graduate students, although members are encouraged to bring guests to the functions. To become a member of CEGSO, simply pay your dues at the beginning of each semester. An announcement is made as to when and where the money should be paid.

2018 - 19 CEGSO Cabinet

President	Samual Rothstein
Vice President.....	Sujata Senapati
Treasurer.....	Yijun “Sherry” Qui
Secretary	Utkarsh Ramesh
Faculty Adviser	Eric Cochran

6.3 Copiers

The copy machines in 2112 Sweeney Hall or 2162 Sweeney Hall may be used for research-related material approved by your major professor; **they should not be used for personal use**. The copiers at the Library may be used for personal copying. **Students are allowed to print only one copy of their thesis on the departmental printer and the rest should be made at a Copy Center or off-campus printing site.**

6.4 Forms

All graduate student forms can be found online. Students should refer to the Graduate Timetable included in this handbook for dates when the various forms are due.

6.5 Graduate Student Lounge

The graduate student lounge is in 1021 Sweeney. It is equipped with a microwave, refrigerator, coffeemaker, table and chairs. This room will be available to graduate students only for eating meals and for interaction among students. CEGSO announcements and other related information will be posted in this lounge. Each graduate student will be provided with a key to the grad lounge. Graduate students are responsible for disposing of their own expired items in the refrigerator and for cleaning up messes in the lounge.

There is an undergraduate/graduate student study room available in rooms 2123 and 3149 Sweeney. This room is a nice place for grads and undergrads alike to study.

6.6 Job Postings

Job postings are available on CyHire through the Engineering Career Services Office, www.engineering.iastate.edu/ecs. Graduate students are encouraged to sign up for career assistance with Engineering Career Services at 3200 Marston Hall, Phone: 294-2540 and email: ecs@iastate.edu.

6.7 Mail

Graduate students have mailboxes in 2112 Sweeney. Mail is delivered daily around 11 a.m. Students should check their mailbox regularly for department announcements. Campus mail can be mailed from that room also. Personal mail should **NOT** be delivered to or sent from the department office.

6.8 Offices

Office and laboratory space is made available for each graduate student. Space is assigned by the department chair and the operations manager in the main office. Key request forms can be obtained from the main office, 2114 Sweeney Hall, and then taken to the General Services Building where keys are issued. Graduate students needing to switch keys with another graduate student should stop in 2114 Sweeney Hall and request that a Transfer of Keys be entered online. Lost or stolen keys will be replaced for a \$25 fee each, in addition to any fees associated with rekeying.

Each graduate student is responsible for maintaining a neat and safe environment in the assigned office and laboratory. Safety and housekeeping inspections are held frequently.

6.9 Office/Building Hours

The CBE main office, 2114 Sweeney Hall, is open from 8 a.m. to 5 p.m. The telephone number is 515 294-7642. The fax number is 515 294-2689. Administrative offices on campus are also open during these hours. Summer and break hours change to 7:30 a.m. to 4 p.m.

Sweeney Hall hours during the fall and spring semesters are shown below:

Monday – Thursday: 6:00 am – Midnight
 Friday: 6:00 am – 10:00 pm
 Saturday: 8:00 am – 10:00 pm
 Sunday: 8:00 am – Midnight

Sweeney Hall hours during the summer semesters and semester breaks are shown below:

Monday – Friday: 6:00 am – 8:00 pm
 Saturday – Sunday: Closed

Sweeney Hall is closed during University Holidays.

6.10 Office Supplies

Graduate students are responsible for their own office supplies. There are often old file folders available for student use from the main office if needed (see Elaine in 2114 Sweeney).

6.11 Other Services

The College of Engineering and other university centers or laboratories offer a variety of services to aid the graduate students. These include shops for construction of equipment and analytical laboratories. Arrangements for using these services must be discussed with the student's major professor.

6.12 Outstanding Research and Teaching Awards

The Graduate College and the Department of Chemical and Biological Engineering sponsor two awards to graduate students for outstanding achievement in research and teaching.

6.12.1 Research Excellence Award

The purpose of this award is to recognize graduate students for outstanding research accomplishments as documented in resulting theses and dissertations. These students are also expected to be academically superior and able to not only do research, but develop a well-written product. The program is administered by the Graduate College with additional administrative support from the Graduate Student Senate. Awards are offered each semester and summer session, depending on departmental allocations and prior awards.

Each Research Excellence Award will consist of a letter of commendation from the Iowa State University president and a certificate of achievement from the dean of the Graduate College. Recipients will be recognized in the Iowa State University Commencement Program; documentation will also be made on each student's transcript. Each term a formal photograph will be taken of recipients with the Iowa State president, the provost and/or the dean of the Graduate College.

6.12.2 Teaching Excellence Award

The purpose of this award is to recognize and encourage outstanding achievement by graduate students in teaching. The program is administered by the Graduate College with additional support from the Graduate Student Senate.

Each Teaching Excellence Award will consist of a letter of commendation from the Iowa State president and a certificate of achievement from the dean of the Graduate College. Recipients will be recognized at the time of graduation – each will be given an honor cord, cited in the Iowa State University Commencement Program and recognized during the ceremony. Documentation will be made on the student's transcript. Each term a formal photograph will be taken of recipients with the Iowa State president, the provost and/or the dean of the Graduate College.

6.13 Telephones

Local telephone calls within Ames may be made from campus telephones by dialing 8 to get an outside line. Iowa State phone numbers (those with a 294-, 296- or 572- prefix) may be reached by dialing the last number of the prefix and the last four digits. Long distance calls for research and professional purposes, such as university business, may be made from your major professor's telephone or from your laboratory phone (if available) with permission.

6.14 Travel

Travel procedures

For students planning to attend a conference, some (if not all) of the following information will apply to you, so please read carefully.

Procedures for attending a conference are:

1. Check with your major professor regarding the conference you wish to attend. Obtain his or her approval before proceeding with the next step.
2. Complete a CBE Out-of-State Travel Authorization form (available online at www.cbe.iastate.edu/current-students/forms), providing the account number to be used to order your airline ticket. After you sign the form, have your major professor sign, as well as the Fiscal Coordinator.

Turn in the completed Out-of-State Travel Authorization form to the Administrative Specialist in 2114 Sweeney Hall.

3. There are two options for obtaining flights:
 - a. Designated department travel coordinators (Elaine Smuck and Michelle Stotts) have P-cards with designated travel indicator status that must be used to reserve flights through ISU designated vendors. Individuals may search flight options by going to <https://www.concursolutions.com/> and establishing a personal profile. All airline options are available for comparison. Once selected, the preferred flight may be sent to the department travel coordinators.
 - b. Travelers still have the option to search, book, and pay for their own travel and then be reimbursed *after* the travel. Travelers should also be aware that when purchasing tickets with a personal credit card **the traveler assumes all risk**. If the trip is canceled, **ISU will not reimburse the traveler for the ticket of a trip that was not taken**, as the credit for the unused ticket goes back to the traveler's credit card. By contrast, trips arranged through our contracted travel agency and subsequently canceled can have credits applied to the future trips of any ISU traveler, which ensures the value of the ticket will not be lost. <http://www.controller.iastate.edu/travelinformation/internettravelsites.htm>
4. Remember to book your other travel needs such as hotel, rental car, shuttle, etc.
5. After travel has occurred, submit a Travel Reimbursement Form <https://www.cbe.iastate.edu/files/2015/11/COE-Travel-Reimbursement-Form-Updated-Nov-2015.xlsx> and associated receipts. For a list of allowable travel expenses see <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>.

Professional Development Grants

Professional Advancement Grant (PAGs): Professional Advancement Grant (PAG) policies and procedures can be found at <http://www.gpss.iastate.edu/professional-advancement-grants>. Interested graduate students complete the online form to request funding from the Graduate and Professional Student Senate to help support your trip expenses. For departmental contact, please enter Elaine Smuck (esmuck@iastate.edu), phone: 294-7642. Each graduate student, who is currently enrolled as a full-time student, who is not classified under “continuous registration” may apply for a Travel PAG. Each student is eligible to receive one Travel PAG per fiscal year (July 1 through June 30 – NO EXCEPTIONS). Travel PAG funds will be divided accordingly to the following strategy: \$30,000 Spring, \$30,000 Fall, and \$15,000 Summer. All graduate students are eligible for up to \$200.00 per fiscal year from the Graduate and Professional Student Senate (GPSS).

Requests for Travel PAGS can sometimes exceed available funds, so students should apply as early as possible, preferably 8-10 weeks prior to departure and the application **MUST** be received in the Graduate College **NO LATER THAN TWO WEEKS PRIOR TO DEPARTURE** without exception. If you have any questions, please ask or view the PAG website at <http://www.gpss.iastate.edu/professional-advancement-grants>.

CBE Travel Grant: Chemical & Biological Engineering offers travel grants to help defray expenses for professional meetings and conferences for Chemical & Biological Engineering students. Amount of support is limited to one award per fiscal year (July 1 – June 30). To apply for the grant complete the form at <https://www.cbe.iastate.edu/files/2017/09/CBE-Travel-Grants.pdf>

7 PURCHASING PROCESSES

There are several different ways of purchasing items at Iowa State:


- | | |
|------------------|---|
| CyBuy | Available on AccessPlus (training required first – see the following link:
https://training.ehs.iastate.edu/IowaSU/site/ |
| Chemistry Stores | Located in Gilman Hall
https://www.chem.iastate.edu/services/stores/ |
| Central Stores | Live catalog available on AccessPlus
http://www.centralstores.iastate.edu/central-stores |

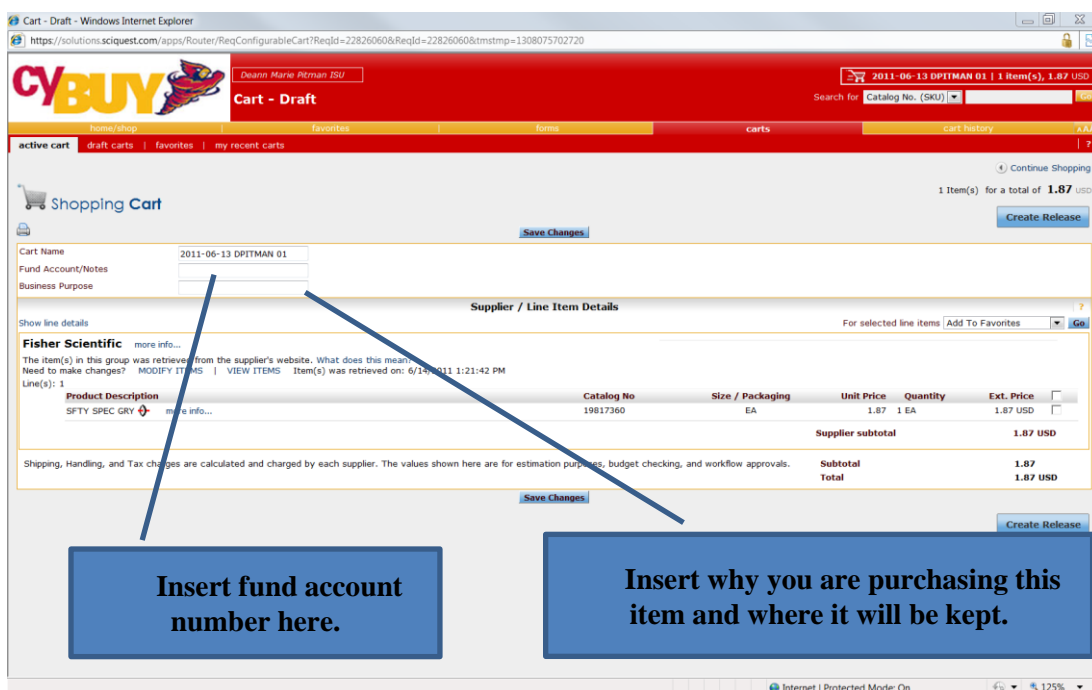
P-Card	see Fiscal Coordinator to get signed up. Training is also required: https://training.ehs.iastate.edu/IowaSU/site/
Requisition	When a Purchase Order is required
Intramural	When purchasing from other departments within the University

If you have any questions, please contact the Fiscal Coordinator in 2119 Sweeney Hall.

7.1 cyBUY Purchases

cyBUY (www.purchasing.iastate.edu/cybuy) was designed to allow for the procurement of supplies from contracted vendors in a streamlined online marketplace available through AccessPlus. Higher limits, less paperwork, and faster receipt of orders are just a few of the benefits. Once in AccessPlus, click on uBusiness

and then cyBUY from the left hand menu. Click on the  icon to see all the companies that are available to purchase from using this system. Find the company you wish to purchase from and proceed with their order form that will appear. It will eventually take you back to the cyBUY base page (see below) where you will need to enter in the account number and a brief description for the purchase before clicking Create Release to complete the order.



Cart - Draft

2011-06-13 DPITMAN 01 | 1 Item(s), 1.87 USD

Search for Catalog No. (SKU)

active cart | draft carts | favorites | my recent carts

Shopping Cart

Continue Shopping

1 Item(s) for a total of 1.87 USD

Create Release

Save Changes

Cart Name: 2011-06-13 DPITMAN 01

Fund Account/Notes

Business Purpose

Supplier / Line Item Details

For selected line items | Add To Favorites | Go

Fisher Scientific

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? | MODIFY ITEMS | VIEW ITEMS | Item(s) was retrieved on: 6/16/2011 1:21:42 PM

Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
SFTY SPEC GRY	19817360	EA	1.87	1 EA	1.87 USD
Supplier subtotal					1.87 USD
Subtotal					1.87
Total					1.87 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Save Changes

Create Release

Internet | Protected Mode: On

If the company you want to purchase from is not listed under the cyBUY icon, contact them to see if they would accept a credit card as payment, then proceed with the P-Card instructions below. If they do not accept credit cards as payment, you will need to obtain a quote from them and give to the Fiscal Coordinator to get a Purchase Order # assigned.

Once the purchased item has been received, please sign and date the packing slip confirming that all items were received in good condition and turn it into the CyBuy tray in either 2114 or 2058 Sweeney for further processing.

7.2 Chemistry Stores

Purchases through Chem Stores should be made through AccessPlus CyBuy. Click on Chem Store Ordering, then Create Order. Proceed by filling out the required information for your order.

IOWA STATE UNIVERSITY

Home Employee uBusiness

Chem Sto Ordering Enter keyword

Contact Print Help Hide Tabs

Requisition	Item	Dept	Name
	1	02030	DEANN MARIE PITMAN

Chemistry Stores Requisition Request Date 05-21-2010

Department CHEMICAL & BIOLOGICAL ENGINEERING Status Create Order

Requestor

Rqstr Phone 515 294

Fund Acct

Acct Receivable

Dlvry Bld/Rm

Attention

Comments

Total Order Amt 0.00

Save

Action completed normally

Requestor: Type in your name

Rqstr Phone: Put in a phone number where you can be reached if questions arise about your order

Fund Acct: Account number that will pay for the items

Acct Receivable: This can be left blank

Dlvry Bld/Rm: This is where you will stipulate “will pick up” or “please deliver to Sweeney Dock” (delivery to Sweeney Dock is FREE)

Attention: Name of person that should receive the items if different from yourself

Comments: Brief description as to what the item(s) is for (who, what, where, when, why) – example: items for XYZ research project in 1234 Sweeney Hall

Then click on Save to proceed to the next screen shown below:

IOWA STATE UNIVERSITY

Home Employee uBusiness

Chem Sto Ordering Enter keyword

Contact Print Help Hide Tabs

Requisition	Item	Dept	Name
005851	1	02030	DEANN MARIE PITMAN

Chemistry Stores Requisition Request Date 05-21-2010

Department CHEMICAL & BIOLOGICAL ENGINEERING Status Incomplete

Requestor DEANN PITMAN

Rqstr Phone 515 294 7642

Fund Acct 701 02 03 00 0270

Acct Receivable

Dlvry Bld/Rm PLEASE DELIVER TO SWEENEY DOCK

Attention

Comments FOR USE WITH THE XYZ RESEARCH PROJECT 1234 SWEENEY HALL

Total Order Amt 0.00

Add Stock Item Add Non-Stock Item

Save Cancel

Record added

Click on Add Stock Item or Add Non-Stock Item to enter the items that you would like to order. The following screen will appear:

Chem Sto Ordering

Requisition: 005851, Item: 1, Dept: 02030, Name: DEANN MARIE PITMAN

Add Stock Item

Stock No: Keyword/Descr: Search by:

Order Qty:

This order has 0 items currently

Action completed normally

If you know the stock number, you can enter that, the quantity, and then Save. If you don't know the stock number, you can type in a Keyword/Description and then search by those options listed above. Once you have found the item you want, type in the stock number, quantity and then click on Save. Then the following screen should appear:

Chem Sto Ordering

Requisition: 005851, Item: 1, Dept: 02030, Name: DEANN MARIE PITMAN

Stock Item

Stock No: 20003149 Status: Active

Order Qty: 1 Unit of Sale: BOX On Hand Qty: 4 Sell Price: 12.5821

Descr: GLOVES, STERLING NITRILE (MBB CORE ONLY) ☐ Add Favorite

X-SMALL
FSCO 19-161-590A (150/BOX)
10 BOXES/CASE

Qty Per Pkg: 0 Initials: DMP: Rcvd Qty: 0 Ext Cost: 12.58

Item	Stock Num	Description	Ord Qty	Sts
1	2000.3149	GLOVES, STERLING NITRILE (MBB CORE ONLY)	1	A

Record added

You can now either Save, Finish, Delete or Add Next Item to your order.

If you Finish your order, the following (and last screen) will appear:

Chem Sto Ordering

Requisition: 005851, Item: 1, Dept: 02030, Name: DEANN MARIE PITMAN

Chemistry Stores Requisition

Request Date: 05-21-2010 Status: Incomplete

Department: CHEMICAL & BIOLOGICAL ENGINEERING Requestor: DEANN PITMAN

Rqstr Phone: 515 294 7642

Fund Acct: 701 02 03 00 0270 Acct Receivable:

Divrvy Bld/Rm: PLEASE DELIVER TO SWEENEY DOCK Attention:

Comments: FOR USE WITH THE XYZ RESEARCH PROJECT 1234 SWEENEY HALL

Item	Stock No	Ord Qty	Rcd Qty	Unit	Description	Ext Cost	Sts
1	2000.3149	1	0	BOX	GLOVES, STERLING NITRILE (MBB CORE ONLY)	12.58	A

Total Order Amt: 12.58

Record Found

Click on Save to come back to the order later. Click Send to send the order on to Chem Stores to be filled. Clicking Cancel will cancel the entire order.

Once you have clicked on Send, the following message will appear: “This Order has been sent to Chemistry Stores.” Your order has now been placed and you will receive an email from Chem Stores alerting you when the item(s) will be delivered to the Sweeney Hall dock.

7.3 Purchasing Credit Card Purchases (P-Card)

Using the P-card (www.purchasing.iastate.edu/card) provides quicker turnaround time on your orders (not available through CyBuy, Chemistry Stores, Central Stores, etc.), widespread acceptance by vendors, and reduced paperwork processing. A P-card is a VISA credit card available to faculty and staff for the procurement of low-dollar (tax free) supplies. When applicable, a P-Card must be used for purchases under \$2,000 - \$3,000 depending on the cardholders assigned level of purchase.

If your major professor would like you to obtain a P-Card, see the Fiscal Coordinator in 2119 Sweeney to begin the process. You will not be able to obtain your P-Card until you have attended an orientation session organized by the Purchasing Department. Those assigned a P-Card are responsible for their card until they leave the CBE department. *No one else is to use his or her card but themselves.*

When a purchase is made, the cardholder is required to complete a form located in the P-Card Worksheet tray in 2114 Sweeney Hall, or an electronic version can be found at <https://www.cbe.iastate.edu/files/2016/07/Purchasing-Card-Worksheet.xlsx>. Complete the worksheet, attach receipts, and obtain appropriate signatures before turning it in to the P-Card tray in either 2114 or 2058 Sweeney for further processing.

7.4 Purchase Requisitions

A purchase requisition is used to request equipment, supplies or services for purchase over \$3,000 or when a company will not accept a credit card as a form of payment. You will need to obtain a quote from the company to give to the Fiscal Coordinator along with a short justification as to why the purchase is being made and the account number that will be charged for the purchase (major professor can put this directly on the quote).

These are standard questions any department should ask when buying new equipment:

1. Will it fit through a standard door?
2. Does it require building service connection that is not readily available? (heat/air/water, etc.)
3. Does it require special equipment to be moved?
4. Is the right power available?
5. Is it replacing in-kind equipment?

7.5 Intramurals

This form is used to obtain goods or services from another university department (not to purchase equipment). Graduate students prepare the intramural and have the CBE Fiscal Coordinator sign it. Graduate students usually take the form with them to the selling department.

NOTE: With all orders, be sure to always state a clear and concise business purpose (who, what, where, when, and why are all required) Example: Nozzles purchased today will be used on the calorimeter in room 3115 Sweeney for Dr. Joe Sample’s NSF catalytic project research activity.

8 Disposal and Recycling Policies

8.1 Cardboard Box Recycling

If you have the need to dispose of a cardboard box, please empty the bubble wrap or packing peanuts into a trash bag first because they will blow around outside. Then always flatten the box and put it in the container

on the loading dock (do NOT put in the dumpster). If there are contaminants in the box itself, please see Ashley Augspurger in 2054 Sweeney, for proper disposal assistance. Bins from Sweeney are picked up automatically every Wednesday.

8.2 Glass Recycling

If you have glass to dispose of, please follow these instructions:

1. **THE GLASS HAS TO BE CONTAMINANT-FREE.** For questions, see your major professor.
2. A yellow container is located on our loading dock. It has a combination lock on the lid with a combination that corresponds to the current calendar year (so it is now 2018). Campus Services will change the combination each year.
3. The Building Supervisor will watch the full line on the container and call FP&M (Facilities Planning and Management) at (515)294-5100 to schedule a pick-up, which is usually on a Wednesday. Please do not overfill the container as it may become too heavy.
4. Every lab should have a glass waste container. If one is not present, please request one from EHS on their waste disposal site.

For questions, please contact Ashley Augspurger, Lab and Building Manager, at (515)294-4134.

8.3 Confidential Document Destruction

There is a gray disposal box located in the West Stairwell on the Second Floor that you can use to dispose of confidential papers. Remember, once it is in there, you cannot get it out again, nor can anyone in the department. The Administrative Specialist takes care of monitoring this and letting FP&M know when it is full and ready for pick up.

8.4 Blue Recycle Bin

Building occupants have recycling bins in their offices. Use this bin to dispose for ALL RECYCLEABLE ITEMS (listed below). When your bin is full, empty it into the larger containers located in the building hallways. When these are full, the building custodians put the full large containers on the dock for pickup automatically every Tuesday.



Acceptable Recycling

- White Paper (Printer/Copier/Fax)
- Colored Paper
- Newsprint/ Journals/ Magazines
- Phonebooks/ Blueprints
- Catalogs
- Press Board Boxes
- Folders/ Envelopes
- **Clean** Beverage Containers (Metal/Plastic/Glass)
- **Clean** Food Containers (Metal/Plastic/Glass)

Paper clips and staples are okay; removal not required.

Unacceptable Recycling

- **Corrugated Cardboard**— Use the recycling bins located outside of building
- **Laboratory Glass**—Use the square yellow buckets in the lab for used laboratory glass, and empty the buckets in the larger yellow bins located in the loading docks.
- **Confidential Documents**—Use the Confidential Document Disposal Box located in the West Stairwell on the Second Floor.
- **Straws/ Plastic Utensils and Paper Towels/ Tissues**— Trash

8.5 Other Disposal

Please do NOT dispose of equipment, supplies, microwaves, refrigerators, or other appliances on the dock itself; for proper disposal **PLEASE FILL OUT AN EEPD/LED FORM FROM THE SURPLUS WEBSITE, and contact Ashley Augspurger at (515)294-5100 for further assistance.** When you graduate or leave the department, **you are solely responsible** for the disposal of all personal belongings from your office; including all files, books, and appliances.

Items NOT to put in the dumpster: construction material, biological debris/plant waste/ leaves, furniture, shipping crates, cardboard boxes, and pallets.